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27 OCT 1969

MEMORANDUM FOR: Director of Training

THROUGH : Deputy Director for Support

SUBJECT : Request for Full-time Academic Training -  
Gerald K. Hughes, Jr.

1. The Personnel Career Service requests that full-time academic training be approved for Mr. Gerald K. Hughes, Jr., for the 1970 spring semester at the American University.

2. Mr. Hughes entered on duty with the Agency in September 1957 as a part-time night shift employee with the Records Integration Division, converting to full-time employment in April 1958. He served in progressively more responsible clerical positions with the Clandestine Service in Headquarters and overseas until July 1961, when he was accepted into the Personnel Career Service as a Personnel Assistant, GS-07. Mr. Hughes has advanced to the position of Personnel Officer, GS-12, and is presently assigned to the Personnel and Training Staff of the Office of Logistics. In terms of academic training, Mr. Hughes has thus far completed approximately 40 semester hours of study at his own expense.

3. The American University's School of Business offers courses in Personnel and Manpower Management which are directly related to Mr. Hughes' career field. His participation in these courses should provide him with additional academic experience which can be applied to his further development as a Personnel Careerist, and the Career Service has full confidence that this training will greatly enhance his value to the Career Service and to the Agency.

4. Accordingly, it is recommended that this request for full-time academic training at the American University for Mr. Hughes be approved.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

Atty

Biographic Profile

The recommendation contained in paragraph four is approved.

for Deputy Director  
for Sup rt

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OCT 28 1969

Date

APPROVED FOR  
RELEASE DATE:  
17-Mar-2010